ACADEMIC POLICY

**Rationale**

Every student is sent by their parents to the school for acquiring better standard of learning. Getting literate and educated is the prime motive of both the learners and parents, so is the case with school.

Now-a-days, no matter how well students do in other areas, if they are not good academically, they are left out. Only the brighter ones get all the choices.

To produce Excellence in Academic is our aim. For school, all students are same. We want them to reap the same fruit of success. Irrespective of where they belong, how they perform, what they are, we provide same learning opportunity to all students. Looking at the importance, our school always prioritizes the goal of students’ academic performance over many of other goals.

**Academic Goals**

The academic unit would be striving for:

- Sound and qualitative academic standard with enhancement in students’ intellectual creativity.
- Becoming the nucleus of INFORMATION CENTRE for students and the community.
- Imparting Bhutanese values oriented education for the preservation and promotion of our tradition and cultural heritage with appreciation of the various forms of literature.
- Promoting teachers’ professional development.
- Promoting the values like ‘Learning by doing’.
- Opening doors and providing free access to rich library resources.

**Strategies to achieving abovementioned goals**

1. **PROFESSIONAL DEVELOPMENT PROGRAM FOR TEACHERS**

- Describe the professional responsibilities of the school personnel to ensure that every staff member is doing what is expected.
- Identify the strength and weakness and collectively support the staff to develop their professional competencies within the
Inculcate the ideas that everybody needs to learn to be an effective teachers and everybody can contribute towards each other’s learning.

Encourage newly joined teachers to seek professional support from the senior colleagues.

Encourage frequent discussion among the faculty members for improving of the teaching-learning process.

Carry out action research in the field of teaching and learning for a continuous development of teaching professionalism.

Share ones experience and expertise to enhance teaching profession.

Creating a school system that demands teachers for their professional input, as they are trained to do so, rather than getting away with minimum or unprofessional input in their responsibilities.

SST (School Support Tools) may partially be referred as evidence for rating teacher’s performance during promotion and up-gradation.

Build up the reading culture among the family members of the school.

1.1. STAFF WELFARE PROGRAM

LEAVE

i. CASUAL LEAVE

- Casual leave admissible for a maximum of 10 days during a calendar year.
- Lapsed, to the extend not availed of, at the end of each year.
- Allowed to be availed by prefixing, sandwiching and suffixing govt. holidays including weekdays, off days viz. Saturdays and Sundays.
- Granted even for half a day.
- Not to be taken as one’s right.

**A civil servant in teaching profession shall be entitled to encash the accumulated Casual Leave of at least 30 days as per the prescribed conditions. (BCSR 2012)**

ii. MATERNITY LEAVE

- Admissible for 90 days.
- Leave with full gross pay shall be admissible during miscarriage for a maximum period of one month on production of medical certificate.
- Govt. holidays can be prefixed or suffixed but holidays inter-
v. MEDICAL LEAVE

- Up to one month - A medical officer
- Up to six months - A medical board of director appointed by Deptt. of Health Services
- Exceeding six months - Head of department of Health Services on recommendation of Medical Board.

- Full gross pay up to six months. No more allowance after six months, if any.
- Those granted medical leave for 3 months and more need to submit medical certificate of fitness to perform the duties.
- Medical leave shall be granted to civil servant for one month to escort a direct dependent. TA/DA shall be entitled.

vi. BREAVEMENT LEAVE

Entitled for 21 days (BCSR 2012) including weekends and holidays.

vi. OTHER INSTRUCTION WITH REGARD TO LEAVE

- Members of the staff cannot leave school premises during working hours without prior permission.
- Leave letter to be given one day prior to departure in case of staff members wishing to use the leave for any kind of out station work.
- Staff members shall never remain absent without proper information.

1.2. STAFF’S FAREWELL

- Tea party with a gift worth Nu 700/- will be organized for apprentice/temporary teachers.
- Dinner/lunch with a gift worth Nu 1500/- be presented to staff below three years of service in Baylling.
- Dinner/lunch with a gift worth /cash amount of Nu 3000/- be presented for permanent teachers and supporting staff.
- The gift and party will be organized from staff’s contribution.

1.3. STAFF WELFARE SCHEME

1.3.1. Upon demise of a direct family like legal spouse, direct parent, direct children or a close relatives for whom an individual has to make every expenditure, a‘semso’ (welfare grant):
Of Nu 200/- be contributed by all staff members.

1.3.2. A birth in any bona fide member would be visited compulsorily with a carton of beer and a balance amount from Nu 4000/-. 

1.3.2. We shall attend the sickness of any member in groups selected and directed by administration. Any cash or kind may be worked out from Nu 3000/-. 

1.3.3. We shall attend all happy occasions, including rituals, if invited in groups after making minimal collections/contributions.

1.4. NOMINATIONS FOR WORKSHOPS

- Nominations/Recommendations for workshops/trainings can be done by School HR Committee (Principal, VP, Coordinators & Staff Secretary).
- Nomination for workshops can be done based on relevance to subject or responsibilities.
- As per the even distribution policy, an individual will be nominated only for one workshop in a year.
- Nomination for workshops can be done based on the fulfillment of workshop criteria.

1.5. NOMINATION FOR HEADSHIP

The school shall nominate the teacher (s) for headship upon the fulfillment and strict adherence to criteria given in the 7th AEC booklet (to be done by HR Committee):

- Good quality statesmanship.
- Academic leadership.
- Understanding of the Bhutanese language & culture.
- Ability to inspire colleagues, students and community at large.
- Should have completed seven years of service or minimum of 2 years in grade VII.

1.6. GRADE PROMOTION

- Those who have fulfilled numbers of years for promotion (minimum four).
- Upon production of working records, records of special contribution made to school, and other relevant documents, an individual can claim for promotion even after two years.
- Promotion can be normal as well as fast track promotion (PCS).
- Upon fulfillment of criteria for promotion, one can process promotion through proper channel.
2. SCHOOL LEVEL MONITORING SUPPORT SERVICES

The SLMSS will be carried out by the following officials:

2.1 PRINCIPAL:

- The principal is the overall head of the SLMSS.
- He will observe, check lesson plans and question papers prepared by Academic, Non-Academic and Pastoral Coordinators.
- See whether the coordinators have awarded any assignment, provided constructive feedback, and awarded marks fairly.
- He can also observe classes and lesson plans of any of the faculty head and their members, if necessary.

2.2 ACADEMIC COORDINATOR:

- Ensure timely monitoring in the school.
- Ensure that the faculty heads carry out their lessons as per the plans laid down in the start of the year.
- Familiarize the faculty heads about the different components of new SST.
- Observe lesson, lesson plans, and classes of faculty heads and submit report twice a year (once before mid-term and another after mid-term).
- See whether the faculty heads have awarded any assignment, provided constructive feedback and awarded the marks fairly to students.

2.3 MENTORS:

- Observe lessons, check plans and observe teaching classes of fellow members and submit report to academic coordinator (twice).
- See whether their members have awarded any work, provided feedback, and awarded the marks fairly to students.
- Ensure that the members do carry out their activities in accord with the plans submitted in the beginning of the year.
- Familiarize the members about the different components of new SST.
- Conduct meeting once a month and provide feeds/suggestions in the
form of reports.

2.4. CURRICULUM IMPLEMENTATION

- Yearly Plan- it must have teacher’s vision for the year.
- Block plan- it must be as per the yearly plan.
- Daily Plan- it must be in accordance with the block plan and yearly plan set for the year.
- Inculcate values including GNH, Life skills, media in teachers’ daily lessons.
- Prepare question papers in accordance with the test blue prints.
- Follow assessment criteria while assessing students’ academic performance for the promotion of fair grade.
- Maintain proper record of students’ profile and assessment throughout.
- Identify and bring up the slow learners at par with the fast learners by adopting special measures like remedial classes, extra classes, etc.
- Be approachable to encourage students to come for clarification of doubts.
- Target 98% pass percentage at all times with 75% of BCSE (X) and BHSCE (XII) candidates qualifying for next higher grades.
- Teach driglamnamzha (Dzonglops) as planned and as discussed at the start of the year.

3. ADMISSION POLICY

The following members will look into the admission of students:
Principal
Vice Principal
Coordinators
One Dzongkha lopen

- Admission-seeking candidate must produce and submit all necessary documents (TC, CC, ID, Mark sheet, Merit certificates-if any).
- The admission committee has the right to accept or reject admission after verification of documents.
- Students residing 7 kilometers away from school or beyond 1 hour walking distance may be provided as boarders.
- Students coming from other country must produce eligibility certificate before admission.
- Student( s) failing for two academic years consecutively in the same class must look for new school.
- Admission of dependent candidate is restricted as per policy to avoid rural-urban migration (AEC Guidelines, 2002).
Priority will be given to:
- National students
- Those from local areas.
- Transfer cases (Ministry/Dzongkhag or parents’ transfer)
- Health ground (on submission of health certificate).

4. EVALUATION/EXAMINATION AND PROMOTION

- Provide CA continuously for improvement and mastery of examination skills by students.
- Constructive feedback for improvement will be provided by teachers.
- Subject teachers will prepare question papers and submit to their faculty heads along with test blue prints as per the schedule.
- Subject sharing teachers will prepare the questions after reaching consensus.
- Questions will be set as per the weightage given in the syllabus.
- Confidentiality must be maintained by all teachers while setting questions.
- Anybody (teaching as well as non-teaching) may have to revisit the rules set by BCSEA.
- Minimum pass marks for all subjects from IX & X is 35%.
- Minimum pass marks for all subjects from XI & XII is 40%.
- Students must appear all the papers.
- Passed in all subjects except one minor subject will be considered pass.
- Failed in two minor subjects is considered failed.
- Failed either in Dzongkha or English is considered failed.
- Question papers correction should not be done at the cost of class hours.
- Mid-term result will be declared by 27th July.
- Trial run result will be declared by 2nd November.
- Promotion result will be declared by 18th December.

4.1. STUDENTS MISSING EXAMINATIONS

If a student has missed a test or formal exam, a make-up exam must be written. Students are eligible to write make-up exams under the following circumstances:

- Doctor’s certificate of illness.
- Serious illness or death in a family.
- Special circumstances approved by head of the school.
NB: Students must attend examinations, be it home or board, in full school uniforms.

4.2. ATTENDANCE

Students are expected to be in school except in cases of emergency or for serious reasons. These reasons include personal illness, illness in the family, demise of a relative or an activity approved by the school. Attendance is checked and reported daily. School attendance policy requires that parents/guardians inform the school when their son/daughter is unable to attend.

Steps to follow when a day student is absent:

- Parent or guardian should phone the school and inform the office on the day of absence.
- Parent or guardian should give the information like student’s name, class and reason for absence.
- Students who do not attend school for the full day for any reason will not be permitted to participate in or attend any school activities on that day, unless permission for the absence is obtained from the office.
- Student who has accumulated unexcused absences amounting to more than ten percent of the periods in session for any subject for any term is ineligible to write the examination in the subject in that term.
- Attendance will be checked monthly and if any student is found with less than 90% attendance, his/her parents would be called and informed about it.

5. LANGUAGE POLICY

Language is the identity of our country. Our National language ‘Dzongkha’ is unique and easily distinguishable from rest of the languages of the world. It alone can prove that we are an independent nation. English is an international language. In the globalised world, international language is also a must. It becomes our solemn duty to learn and uphold both the languages. Therefore,

- We should speak **Dzongkha on Monday, Tuesday & Wednesday**.
- We should speak **English on Thursday, Friday & Saturday**.
- We speak either **Dzongkha or English on Sundays**.

N.B: We encourage students to speak in English in and around academic blocks. This is because we feel that our students have upper hand (better) in Dzongkha than in English.
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</thead>
<tbody>
<tr>
<td>1. Illiteracy of the par-</td>
<td>Sensitize parents during PT meeting (NFE, imp. of English)</td>
<td>Administr-</td>
<td>During PT</td>
<td>Adminis-trator, SMT</td>
<td>Sharing of experience by parents, get feedbacks during next PT meeting and act.</td>
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<tr>
<td>ents</td>
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<td>trator, SMB, SPEA Fo-</td>
<td>meeting,</td>
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<td></td>
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<td>cal, Teachers</td>
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<tr>
<td>2. Lack of reading/</td>
<td>Initiate a school radio station, enrich with reading, audiovisual</td>
<td>Administrator,</td>
<td>Throughout the</td>
<td>Administrator, Teachers</td>
<td>Review the programs, monitor the monthly reading records,</td>
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<td>listening facilities</td>
<td>facilities,</td>
<td>Teachers, Students,</td>
<td>year</td>
<td></td>
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<td></td>
<td></td>
<td>librarian</td>
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<td>3. Lack of foundation</td>
<td>Put up the issues in DEC, AEC,</td>
<td>Principal, subject/</td>
<td>-During DEC and</td>
<td>Principal, academic head,</td>
<td>Conduct tests, Review the performances,</td>
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<tr>
<td></td>
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<td>general teachers</td>
<td>AEC, beginning of the year</td>
<td>mentors</td>
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<tr>
<td>4. Less exposure/</td>
<td>Initiate movie shows, skits, counseling</td>
<td>Administrator, subject</td>
<td>Throughout the</td>
<td>Administrator, subject</td>
<td>Review the impacts of the activities through feedbacks</td>
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<tr>
<td>experience</td>
<td></td>
<td>teachers, literary in</td>
<td>year</td>
<td>teachers, literary in charges</td>
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<td>charges, counselor</td>
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<tr>
<td>5. Less appreciation for</td>
<td>Stress on importance of foreign language</td>
<td>Administrator, subject</td>
<td>Throughout the</td>
<td>-DO-</td>
<td>-DO-</td>
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<tr>
<td>foreign language and</td>
<td></td>
<td>teachers, literary in</td>
<td>year</td>
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<td>stressing on mother</td>
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<td>charges, counselor</td>
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<td>tongue</td>
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</table>
### Why is the standard of language not improving?

<table>
<thead>
<tr>
<th>What</th>
<th>How</th>
<th>Who</th>
<th>When</th>
<th>Where</th>
<th>Monitor</th>
<th>Follow up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading article</td>
<td>Read aloud</td>
<td>Students</td>
<td>Before the start of every period</td>
<td>Class</td>
<td>Subject teacher</td>
<td>Give necessary feedbacks</td>
</tr>
<tr>
<td>Reading newspaper</td>
<td>Subscribe daily newspaper</td>
<td>Students</td>
<td>Throughout the week</td>
<td>Classroom</td>
<td>Class teacher / language teacher</td>
<td>Ask question of current issues at the end of a week</td>
</tr>
<tr>
<td>Reading library books</td>
<td>Collect books from library</td>
<td>Students</td>
<td>Every month</td>
<td>Library period or leisure time</td>
<td>Librarian/ language teacher</td>
<td>Reading the review to the language teachers</td>
</tr>
<tr>
<td>Reading hour on Sunday</td>
<td>Attending reading hour</td>
<td>Students</td>
<td>Every Sunday 10 am - 11am</td>
<td>Study room</td>
<td>ToDs</td>
<td>Ensure all students read reading materials other than textbooks.</td>
</tr>
</tbody>
</table>

### Ways to improve Reading in our School!
### Instituting writing culture in our school!

<table>
<thead>
<tr>
<th>What?</th>
<th>How?</th>
<th>Who?</th>
<th>When</th>
<th>Monitor</th>
<th>Follow up</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Encourage maintaining personal dairy.</td>
<td>-All teachers -Administration / Literary in-charge</td>
<td>- do-</td>
<td>- Teachers &amp; parents</td>
<td>-Remind</td>
<td></td>
</tr>
<tr>
<td>3. Organizing writing competitions (essays, poems, stories, etc.)</td>
<td>-Administration / class teacher/ health in-charge/warden/matron -All teachers</td>
<td>-Twice in a term.</td>
<td>- Academic head &amp; Administration</td>
<td>-Reward with certificates…</td>
<td></td>
</tr>
<tr>
<td>5. Instill note taking habit.</td>
<td>-All teachers</td>
<td>-During every lesson.</td>
<td>- Teachers</td>
<td>-Checking notes.</td>
<td></td>
</tr>
<tr>
<td>6. Impart/provide writing technique / <strong>Instituting Writing Culture in our school</strong></td>
<td>-Literary In-charge &amp; teachers</td>
<td>-Beginning (with reinforcement)</td>
<td>- Academic head</td>
<td>-Mention in the year plan.</td>
<td></td>
</tr>
<tr>
<td>7. Provide home works (writing).</td>
<td>-English teachers</td>
<td>- As per homework policy.</td>
<td>- Administration</td>
<td>-Checking &amp; giving comments. -Announce &amp; inform.</td>
<td></td>
</tr>
<tr>
<td>9. Make students come up with self composed articles</td>
<td>Literary in-charge/ English Teachers</td>
<td>-Once a week</td>
<td>Academic head</td>
<td>Recognize and award</td>
<td></td>
</tr>
</tbody>
</table>
## Ways to improve ‘Speaking’ and ‘Listening’ Culture in our school!

<table>
<thead>
<tr>
<th>What</th>
<th>How</th>
<th>Who</th>
<th>When</th>
<th>Monitor</th>
<th>Where</th>
<th>Follow up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio/ TV</td>
<td>Listening News</td>
<td>All the students</td>
<td>Sunday &amp; holidays</td>
<td>Wardens &amp; matrons</td>
<td>MPH</td>
<td>Standards. Take note/ show it to English teacher.</td>
</tr>
<tr>
<td>Morning speech</td>
<td>Deliver in the assembly</td>
<td>Speakers &amp; audience</td>
<td>During assembly</td>
<td>All the teacher</td>
<td>Assembly ground</td>
<td>Standards. Write in their portfolio/ subject teacher will assess.</td>
</tr>
<tr>
<td>Extempore speech / debate</td>
<td>Class wise</td>
<td>Class members</td>
<td>Listening and speaking class</td>
<td>Subject teachers</td>
<td>Classroom/MPH</td>
<td>Comments from teacher and chair person.</td>
</tr>
<tr>
<td>Improving vocabulary</td>
<td>Learn a new word per day</td>
<td>Subject teacher</td>
<td>English period</td>
<td>Subject teacher</td>
<td>In the class</td>
<td>Teacher asks students to make sentences.</td>
</tr>
<tr>
<td>Spelling bee</td>
<td>Group activity</td>
<td>All the students</td>
<td>English period</td>
<td>Subject teacher</td>
<td>Classroom</td>
<td>Memorize new words</td>
</tr>
<tr>
<td>Dictation</td>
<td>orally</td>
<td>All the students</td>
<td>After the chapter/unit</td>
<td>Subject teacher</td>
<td>Classroom</td>
<td>Correction / imposition</td>
</tr>
</tbody>
</table>
Science Exhibition

By making the students work for Science Exhibition, we would be providing an avenue for students to do self exploration, discovery learning and develop interest in scientific research. Hence, school will carry out this Science Exhibition program as annual feature.

NON-ACADEMIC POLICY

Rationale

Education is not only to do with academics. Education is all about knowing and having fair knowledge of everything. It is rare to find a person possessing all the talents. At the same time, it is also rare to find a person without any talent. There is no exception to it. It is therefore, one’s sacred duty to discover one’s latent talents. As a yardstick to making students measure their potentials and as per the directives of our Ministry, the need to provide wholesome education to our students has become something that cannot be compromised.

Physical and mental health are essential necessity to support the academic performance of our students. As a saying ‘All works and no play makes Jack a dull boy’, it is imperative that our young children play games and participate in various cultural activities to keep themselves sound and healthy both physically as well as mentally.

In this competitive world, academic result is not the only merit that would guarantee the students about their future livelihood. Good in non-academic areas may also supplement him or her in securing their positions. It is in keeping this view in mind that the following goals and strategies are drawn:

- To promote games and sports among our youths in various discipline.
- To promote love for traditional dance and music.
- To inculcate the sense of dignity of labor.
- To provide avenues for students to explore their own potentials through participation in life skill activities.
- To make students confident, resource packed and communicative.
- To make students learn in line with GNH values.

STRATEGIES

1. GAMES & SPORTS

- Organize class tournament for both outdoor and indoor games.
- Conduct school marathon annually.
• School sports day has to be observed.
• Train participants to take part in intra, inter and national level.
• Inculcate sportsmanship spirit through theoretical presentation.
• Teaching students the values associated with sports.
• Provide opportunities to every student as far as possible (Mass participation).
• Allow students to participate in at least three items.

2. CULTURAL ACTIVITIES

• Procure and manage different musical instruments through variety concerts.
• Encourage students to learn to play different musical instruments.
• Organize cultural programs.
• Encourage welcome and return nights.
• Encourage students to compose songs and to present it.
• Share the values related to cultural activities.
• Make students participate in intra as well as inter cultural competitions.
• Cultural programs are to be conducted according to school calendar.

3. SCHOOL AGRICULTURAL PROGRAM (SAP)/OXFAM

• Introduce Agriculture Curriculum as optional subject.
• Institutionalize SAP in our school.
• Impart the knowledge on modern farming to students.
• Creating awareness of the diversification of agricultural practices.
• Give chance to all students to work in their agricultural plots (Mass Participation).
• Agricultural tools and seeds are to be made available to students.
• Annual produce to be recorded.
• As many students may be encouraged to register as members.
• SAP should supplement students with better dietary means.
• Ensure that 50% of the income is give back to students in the form of school picnic/prizes.
• SAP should serve as an example for model farming to locality.

3.1. SCHOOL AGRICULTURAL PROGRAM ORGANIZATION

SHALL BE LOOKED AFTER BY A COMMITTEE COMPRISING OF:

• Principal
• Vice-Principal
• Non-academic Coordinator
• Agriculture focal teacher
• SUPW coordinator
• Class teachers
• Chairperson, School Governing Body (Boys).
• Chairperson, School Governing Body (Girls)
• Student Secretary, Agriculture club.

The committee members will meet from time to time to discuss on the progress of the program and carry out needful action.

4. LIFE SKILL CLUBS

• Students are to be provided as many options of life skill clubs as possible.
• Students will be encouraged to choose their best clubs.
• Clubs will be conducted every Wednesday after 6th period.
• Clubs will be run for 1 hour.
• Mandatory for all students to have one club.
• Club masters may need to submit the report of their club activities twice a year.

5. SCOUT/ROVER PROGRAM

• Scout program will be respected.
• Scout/rover will be encouraged to carry out activities as per their plan.
• Scout/rover will be encouraged to work in coordination with the DSA.
• A sum of Nu 15 will be collected and deposited to SSA, DSA and BSA accounts every year.
• Membership badge, advancement badge and importance of scout/rover would be stressed during investiture ceremony conducted in the beginning of every year.
• Will send students for leadership training or training related to scouts organized by DYS, as required.

6. LITERARY ACTIVITIES

• So many literary activities like debate, quiz, extempore, declamation, prepared speeches, etc. will be encouraged both in Dzongkha and English.
• All students should participate in it (Mass Participation).
• Records of participation will be maintained in students’ diary by class teachers.
• Students will be encouraged to participate in intra as well as inter
literary competitions.

- Both planned as well as ad hoc literary activities will be conducted by literary in-charge.
- Teachers in turn or guests will be requested to give comment after every program for positive improvement.
- Baylling Radio Valley program will be coordinated and conducted by literary members daily before Morning Assembly except Saturday.

7. GNH CONCEPTS and PRACTICES

- Create awareness on the concepts and values of GNH to both students and faculty members.
- Work towards promoting Gross School Happiness (GSH).
- Introduce mind training and begin any school program with mind training.
- Inculcate GNH values in all school activities.
- GNH values to be incorporated in lesson planning and teaching.

PASTORAL CARE POLICY

Rationale

Pastoral care is considered as an important element of school’s program in supporting students’ learning. This program is particularly important for physical, mental and spiritual growth of our students.

GOALS

Pastoral care service will particularly look into providing:

- A safe physical and emotional environment.
- Facilitate effective academic and non-academic learning.

STRATEGIES TO ATTAIN ABOVE GOALS

1. SCHOOL HEALTH

“Health is Wealth”, “No Health, No Study”. Likewise, we say so many things about health. All these point to the direction that health is the backbone of education. Good education without health cannot be imagined. The school shall, therefore, endeavor to provide best of health to students by:

- Providing safe drinking water all the time.
• Keeping the surrounding including toilets clean.
• Making the basic medicines available with the school health in-charge.
• Providing healthy food in the mess.
• Sending the seriously sick students to hospital.
• Reaching students to hospital by one health in-charge/warden/matron at the time of emergency.
• Requesting health personnel to give talk on ‘health’ minimum of two times a year.
• Conducting health check up at least once a year.

2. SCHOOL DEVELOPMENT FUND

SDF will be collected from students on the basis of:

• Nu 200/- per student generally.
• Nu 5/- as token fees from day scholars.
• Nu 50/- as boarding fees from boarders.
• Nu 100 as Chothon Tshokpa budget.
• Nu 60/- amount for diary.
• A token fee is deposited in the govt. revenue account.
• Collection of others will be done with prior approval from SMB.

2.1. SDF BUDGETING

SDF budgeting will be done by the following committees:

• Principal
• Vice
• School Management Team

• Collection and usage will be informed to SMB and staff members for transparency.
• Concerned in-charges will submit the estimate and requisition by the end of February.
• School management team will compile the estimates of different activities under them.
• Total SDF is divided and separate budget allocation is done for three different programs viz. academic, non-academic and pastoral care service.

All staff members and students can question and audit the use of SDF.

2.2. SDF USAGE

• Academic excellence awards.
• Sports prizes.
- Refreshment to students and guests at the time of school celebrations.
- Food items and healthy diets to seriously sick students.
- Minimal amount of about Nu 1500/- to students who meet with accident during school activities.
- Religious activities (Choeshed Program).
- Annual rituals (rimdro).
- Literary prizes.
- Life skills clubs.

2.3. EXAMINATION FEES/SECURITY DEPOSIT

Examination fees are not required by education policy. However, looking at the practical difficulties:
- Of registering and not attending examination,
- Borrowing books and not returning it.

A sum of Nu 3000/- will be collected from supplementary/private candidate as security deposit:
- On refundable basis.
- Appear exams, return text books and get Nu 3000/- refunded from office.

3. CAREER EDUCATION

- Career education will be imparted to students once a week.
- Every class will be allotted one career class once a week.
- Students’ potential will be explored and career choices will be provided.
- Relevant/potential sector heads will be invited to give talk on different professions once a year.
- Career fair will also be organized in school.
- Help students develop awareness on LMI.
- School will create awareness on the roles and responsibilities of young people in the nation building.

4. HOSTEL MANAGEMENT

- Maintaining good discipline in the hostel.
- School will provide guidance and counseling to boarder students from time to time.
- Surrounding will be kept clean all the time.
- To ward off boredom, students will be engaged in house related works.
• Students will be reminded of the rules and regulations from time to time.
• Room captains will be appointed for every room.
• Discipline record will be maintained.
• Better learning and studying environment will be created in the hostel.
• Sense of cooperation will be created among students by assigning different tasks and responsibilities.
• Cleanliness in the hostel, store, and kitchen will be maintained by washing it thoroughly or mopping it once a week.
• Cooking or eating in hostel will be prohibited.
• Education will be provided regarding the use of beds, other properties or electrical appliances in the hostel.
• It is must for everyone to tidy their bed after the rising bell.
• Moving around, talking and making noises between bed time and rising bells are strictly prohibited.
• Students doing extra studies must come to hostels in silence at the stipulated time.
• Compulsory for everyone to attend meals and go for outing in formal dress.
• Guests are not allowed to sleep in the hostels.
• It is advisable to keep money or valuables with hostel authority or any other teachers. School will not be responsible for the things lost or stolen.

4.1. MESS MANAGEMENT

4.1.1. Mess will be managed by a committee comprising of:

• Principal.
• Teacher in-charge (rotational basis/fixed).
• One boy captain (rotational basis).
• One girl captain (rotational basis).
• Two cooks (rotational basis).

4.1.2. Mess committee would endeavor to:

• Provide cooked meals all the time.
• Maintain cleanliness in the kitchen and store.
• Maintain record of purchase and issue.
• Serve as per the menu prepared in the beginning of the month.
• Verify bills by all committee members before making submission to Dzongkhag.
• Be responsive to the need of boarding students.
• Remain auditable all the time.

5. PARENTING EDUCATION

Education of children cannot be done by teachers alone. Even parents will have to take up responsibility in educating their children. Therefore, educating parents on the need to educate their own children is crucial. Our school will endeavour to continue parenting education. Through parenting education, parents will be educated on early marriage, childhood pregnancy, use of drugs and alcohol and its preventive measures.

• Parenting education will be conducted once a year.
• Parenting focal person will conduct parenting program based on the budget allotted by DYS or otherwise with or without budget.
• Parenting program will be conducted without affecting instructional hours.
• Parent Support Group (PSG) will be formed.
• Observe positive parenting month (April).

6. DISCIPLINE

• Discipline procedures (dos & don’ts) will be framed, updated and informed by discipline secretary and its members.
• All class teachers are members of discipline committee.
• Discipline procedures will be made available in all the classes.
• Joint disciplinary action will be taken against defaulter.
6.1. All disciplinary problems in the school shall be dealt with the following steps:

<table>
<thead>
<tr>
<th>Possible offences</th>
<th>Possible sanctions (one or more sanctions can be applied as is appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absenteeism</td>
<td>Teacher - child conference</td>
</tr>
<tr>
<td>Tardiness</td>
<td>Child-counsellor conference</td>
</tr>
<tr>
<td>Violation of school dress code</td>
<td>Reminder to student</td>
</tr>
<tr>
<td>Hair Dressing</td>
<td>Undertaking letter from student</td>
</tr>
<tr>
<td>Seeing in market area at odd hours and without permission</td>
<td>Additional assignments</td>
</tr>
<tr>
<td>Graffiti</td>
<td>Peer separation</td>
</tr>
<tr>
<td>Tattoos</td>
<td>Detention work</td>
</tr>
<tr>
<td>Littering</td>
<td>Denial of privileges (eg. Participation in cultural programmes and games)</td>
</tr>
<tr>
<td>Possession of electronic gadgets</td>
<td>Parent notification</td>
</tr>
<tr>
<td>Foul/indecent language</td>
<td>Repeated offences (school will determine the frequency) in level 1 will tantamount to level 2 sanctions.</td>
</tr>
<tr>
<td>Negative peer pressure</td>
<td></td>
</tr>
<tr>
<td>Mischief</td>
<td></td>
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<tr>
<td>Petty theft</td>
<td></td>
</tr>
<tr>
<td>Disrespectful behaviour</td>
<td></td>
</tr>
<tr>
<td>Harassment</td>
<td></td>
</tr>
<tr>
<td>Business transaction</td>
<td></td>
</tr>
</tbody>
</table>
## Level 2: Violation of school rules and frequent violation of level 1 offences

<table>
<thead>
<tr>
<th>Possible offences</th>
<th>Possible sanctions (one or more sanctions can be applied as is appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent violation of level 1 offences</td>
<td>Teacher-child conference</td>
</tr>
<tr>
<td>Insubordination</td>
<td>Counsellor – child conference</td>
</tr>
<tr>
<td>Possession &amp; Substance abuse</td>
<td>Principal - child conference</td>
</tr>
<tr>
<td>Dishonest behavior/fishing/poaching animals</td>
<td>Principal- parent conference</td>
</tr>
<tr>
<td>Ill-dining table manner</td>
<td>Discipline Committee’s intervention Undertaking letter from child</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Written warning</td>
</tr>
<tr>
<td>Hooliganism</td>
<td>Parent/guardian undertaking.</td>
</tr>
<tr>
<td>Inappropriate relationship</td>
<td><em>Repeated offenses (school will determine the frequency) in level 2 will tantamount to level 3 sanctions.</em></td>
</tr>
<tr>
<td>Possession of harmful items</td>
<td></td>
</tr>
<tr>
<td>Defamation</td>
<td></td>
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<tr>
<td>Prowling</td>
<td></td>
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<tr>
<td>Discrimination</td>
<td></td>
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<tr>
<td>Gambling</td>
<td></td>
</tr>
<tr>
<td>Bullying</td>
<td></td>
</tr>
</tbody>
</table>
N.B: **ZERO TOLERANCE TO INDISCIPLINE WILL BE ENFORCED MEANING STUDENTS WILL BE REMINDED EVEN FOR A SMALL DEVIATION FROM WHAT THEY ARE PERMITTED TO DO.**

- Expulsion may be preceded by suspension.
- Once expelled means students will not get admission anywhere in Bhutan.
- Every disciplining step will be documented.

### 6.2. TOBACCO, ALCOHOL and DRUGS FREE SCHOOL

Things mentioned above are the root cause of all evils. It is our solemn duty to free our school from the clutches of evils. The school shall, therefore, endeavor to leave no place for the cause, evil deeds and evils itself.

#### 6.2.1. Users
- Follow the discipline procedures mentioned above with the users.
- Erect sign board reading “SMOKE FREE ZONE” to warn users.

#### 6.2.2. SELLERS/SOURCES

- Be noted for the first time.
- On repetition, call and talk with them and convince them that it is against the law of the Kingdom to sell such intoxicants.
- On repeated repetitions, notify them in written informing them to be
reported to the higher authority.

- Again on non-compliance, notify them in written with a copy to higher authority for stringent action.

7. Counseling Programme

- Provide counseling class once a week.
- Conduct SBIPs on counseling procedures with all teachers.
- Counsel students every time they are caught in inappropriate act (Zero Tolerance).
- Counsel students with adjustment problems.
- Counsel students with learning difficulties.
- Students with no improvement may be referred to full-time counselor.
- Ensure students are thoroughly counseled before final disciplinary action.

8. WASTE MANAGEMENT (SUPW)

- Carry out mass cleaning campaign once every last Saturday of a month.
- Identify degradable and non-degradable waste bins.
- Encourage segregation of wastes.
- Discourage use of plastics.
- Classes and surroundings must be kept clean at all times.
- Carry out waste management awareness program.
- Sensitize on the harmful effect of wastes on our eco-system.
- Inculcate a sense of picking up papers or plastics everywhere we see it.
- Use students as a means to educate parents on waste management.

9. STORE

- Sufficient text books will be issued to students.
- User education and fine procedures will be displayed in all classes by class teachers.
- Store in-charge will requisite textbooks and relevant materials based on the number of expected enrolment in the following year.
- Minimize the wastage of books in the school.
- New textbooks will be used for a minimum period of three years.
- No excess textbooks shall be stocked in the store.
8. FURNITURE

- School will look into providing sufficient furniture to all staff members and students.
- Furniture in-charge will put requisition of furniture every year based on the approved budget for the fiscal year.
- User education and fine procedures will be displayed in all classes.
- No one be permitted to take school furniture outside of school premises.

GENERAL POLICY

STAFF MEETING

- Staff meeting will be conducted once every end of a month which shall be termed as monthly review meeting.
- Staff secretary will notify and organize meeting.
- Staff secretary will maintain record and minutes of the proceedings.
- Minutes of meetings will be shown to all teachers before filing.
- Individual may submit agenda to staff secretary, if any, by 25th of every month for compilation.
- Every participant is expected to participate and their suggestions are respected.

SUBJECT ALLOCATION

- A teacher should take minimum of 28/34 periods a week.
- Teaching more than one subject in a class is discouraged. However, some other factors may be considered.
- Subjects of higher classes will be given according to teacher’s subject specialization and good past results of the classes/subjects taught.
- Teacher with the same subject combination is mandatory to accept additional periods or subjects in the event of teacher shortages being created thereof by co-teacher having availed long leave/maternity leave/study leave.

REPORTING TIME

- Teachers/staff should report before the assembly bell.
- Attendance register should be signed before 8.30 in the morning and 3.35 in the evening (to be strictly followed).
- Teachers/staff should be back on time after the lunch break for duties.
- Teacher/staff wishing to go somewhere during school hours must in-
form the office.

- Teachers/staff must be in the venue 5-10 minutes before the start of activities.

**MORNING ASSEMBLY**

‘Well begun is half done’- *Wisdom ’98*. Morning Assembly is the beginning of our formal school activities. So, to begin our activities well,

- Everybody is expected to be present except with the reason(s) accepted by administration.
- No teacher and students will remain absent from morning assembly on normal cases.
- Teacher will move only after all students have left assembly ground.
- Assembly will be conducted for 30 minutes.
- Two speakers (one English and one Dzongkha) will be nominated on normal days, and more than 2 speakers on important days.
- Assembly will be coordinated by ToDs.
- Teachers may be asked to speak occasionally in place of student speakers.

**CLASSES/PERIODS**

- Six periods of one hour on all days except Saturday with four periods.
- No periods to be left unattended.
- Periodical bells to be followed sincerely.
- No teacher and students be allowed to go anywhere during class hours.
- Remedial classes, special coaching, past question drillings, and fruitful engagement of the classes have to be made even after completion of one’s syllabuses.
- Check student absentees and sign on the log books regularly.

**SCHOOL ACTIVITIES**

- Compulsory for all teachers and students to attend any type of school activities.
- Concerned teachers to render help to students to prepare for school activities.
- Teacher organizer should inform the conduct of their programs (invitation).
- Need for support staff to attend programs may be informed.
HANDING/TAKING

- In the event of change of responsibilities, take over the things by new person in written by referring the register for correct transfer of items.
- Involve principal/vice principal/concerned coordinator as witness.
- Any items missing must be replaced by concerned in-charge before handing-taking over or an undertaking must be maintained in lieu of lost items that cannot be replaced.

TEXT BOOK ISSUE

- Class teachers will fill up the requisition form, get it approved by principal and issued from store.
- Class teachers will maintain issue record of the students.
- Issued textbooks be collected and returned to store at the end of the year by respective class teachers.
- Fines be collected for lost and damaged beyond use as per the existing costs.

PRAYER

- Dzongkha lopens will teach, conduct and supervise prayers on special occasions.
- Normal prayers will be supervised by concerned ToDs.
- All boarders should attend the morning prayers.
- All students including day scholars must attend evening prayers.

USE OF MOBILE

Use of mobile by students has more of disadvantages than advantages. Hence, like all other schools in Bhutan, we ban the use of mobile by students. This policy is in line with the Circular no. MoE/5940 dated 23 July 2010 of the Hon’ble Secretary, MoE, Thimphu. Hence, any student found using mobile in the school:

- Will be called to office and reprimanded and his/her mobile be permanently seized.
- Parents of the defaulter(s) be sent the circular from the secretary regarding the ban of mobile.
TEACHER’S RELATIONSHIP WITH STUDENTS

All teachers are like parents to students.

- Any teacher seeking help of students (boarder) must seek permission from warden/matron/administration.
- No students will visit any teacher in privacy.

TEACHERS’ RIGHT

- To have access to all the restricted areas of the school campus during class hours.
- Speak for or against the management team.
- Audit the management of the school’s fund and the students’ mess.
- Counsel and correct the students’ behavior.
- Audit the facilities of the school such as library, games, chemicals, etc.
- Can speak about any problem that arises in the school.
- Take extra/remedial classes any time.
- Be a guardian of the students.
- Monitor any work of students.
- Financially support any economically disadvantaged student.

STUDENTS’ RIGHT

- Have access to all the facilities of the school like games, library, laboratory, music, clubs, etc.
- Can take part in all the activities conducted by school, be it literary, cultural or games and sports.
- To demonstrate respect for self, school staff, other students and school visitors.
- Can question irregularities of teaching in the class.
- Have access to look into the system of management board, mess, etc.
- Can approach any teacher at any time for clarifying doubts or for solving any personal/non-personal problem.
- Raise issue to the school authority pertaining to the development of the school.
- Have right to study during odd as well as study hours.

STUDENTS’ ILLNESS

- Parents will be contacted if students fall ill or injured.
- S/he will be taken to hospital in school bus, ambulance and staff
members’ private cars in the event of injury or illness that requires immediate attention.

- Any student not feeling well enough to participate in school activities will be sent home till recovery.

STUDENTS’ RESPONSIBILITIES

- Must be honest and speak politely to fellow students, teachers, administrators and visitors.
- Must respect personal, private and public property including books, furniture and other equipment meant for everyone’s use (Anything misused, lost or vandalized by an individual or a group must be replaced immediately by that individual or group).
- Must participate in maintaining cleanliness and safety of the school.
- Must attend school activities regularly, compulsorily and with all the necessary preparations.
- Must complete school tasks and assignments.
- Cultivate positive thinking.
- Convey information of school to parents/guardians at home.
- Abide by the discipline procedures prescribed.
- School would strive to promote GSH. Hence, rules thereof. Respect all rules and regulations of school.
- Respect the LAW OF THE KINGDOM.

STUDENTS’ RELATIONSHIP WITH STAFF

- All teaching and non-teaching staff must be respected at all times.
- All clarifications must be done in private-courteously and politely.
- No argument must arise with teachers at any cost.

STUDENTS’ RELATIONSHIP WITH STUDENTS

- Treat everyone as brothers and sisters.
- Using force and bullying is strictly forbidden.
- A close relationship with the person of opposite sex is intolerable.

DRESS CODE

As Charles Dickens said “Dress to please others and eat to please yourself”, we must be clean in an attractive ways so as to please and gain appreciation from the onlookers.
1. FOR TEACHERS

- Every Bhutanese must ensure that they are in the national dress in school as well as in public places.
- Teachers can be in casual dress only during recess hours or games period.
- Teachers must bring kabnay, Rachu and neck tie on Wednesdays and during important functions.
- No half kira is allowed in the school campus at any time.
- An expatriate must never come to school in casual dress.
- Must be in any respect, remain admirable, and fit to look up to as model.

2. FOR STUDENTS

- Students must wear school uniform from Monday to Saturday for the whole of school hours.
- No high heel sandal or shoes are allowed for girls.
- No half kira or half gho is allowed on any day.
- Students can attend functions on Sundays and holidays in other gho and kira but must have luggay and wonju.
- Students must attend morning assembly on Wednesdays with Kabney and Rachu.
- Students must go out to town or home in national dress.
- In no way would we expect students to be in jeans.
- All students must leave school campus in national dress while going home or market, or anywhere away from school.

Striving for provision of Quality Program with expectation of Positive Development